

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



**AFMS 44EB
9 March 2000**

Manpower Standard

READINESS FLIGHT

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OPR: AFMIA/MITT (MSgt Will Phelps)

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This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The Readiness Flight provides contingency support services by managing the installation Disaster Preparedness, Air Operability, and CE Prime Base Engineer Emergency Force (BEEF) programs. It prepares the wing to mitigate the effects of incidents caused by nature, accident, war, or operations other than war (OOTW). This includes planning, organizing, training, equipping, responding, and command and control. The Readiness Flight integrates the function at all levels necessary to ensure mission continuation and force survivability. This AFMS defines the manpower allowed to support an Objective Wing Readiness Flight at Air Combat Command, 11th Wing, Air Education and Training Command, Air Mobility Command, Pacific Air Forces, Air Force Academy, Air Force Space Command, Air Force Special Operations Command, United States Air Forces Europe, and Air Force Materiel Command locations. It does not apply to Air National Guard or Air Force Reserve bases. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not included in the AFMS. It applies to peacetime operations only. The 10, 11, 32, and 91 series of Air Force publications contain USAF policy and procedural guidance for the Readiness Flight. This AFMS has been developed in accordance with policy and procedures from HQ USAF/XPM, AFMIA, and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMIA/MIR, 550 E Street East, Randolph AFB TX 78150-4451.

SUMMARY OF REVISIONS

HQ USAF/XPMR approved revision of this AFMS before functional processes are reengineered as directed by Annual Planning and Programming Guidance (APPG). This revision updates paragraph 3.4.3 of the core manuscript and revises the Standard Manpower Table at attachment 2. Revisions are identified with a star (★).

1. Core Composition.

1.1. Core Manpower Requirement. 8

1.2. Core Manpower Range. 6 - 20

1.3. Programming Factor. Military and Civilian Authorizations Requiring Training

2. Standard Data.

2.1. Approval Date. April 1993

2.2. Man-hour Data Source. Workshop Measurement and Historical Documents - Functional Model

2.3. Man-hour Equation.

2.3.1. For all standard Readiness Flights at Objective Wing locations, use the following equation:

$$Y = \frac{X}{1.091 + .0004365(X)}$$

2.3.2. While the Readiness Flight at the following locations is part of an Objective Civil Engineer (CE) Squadron, they do not perform all flight processes in the same manner as the normal Objective Flight. Consequently, the equation in paragraph 2.3.1 does not apply. The equation for these flights is expressed in terms of $Y = a$, where "a" is the constant manpower allowed to the flight to perform its nonstandard processes.

Brooks	$Y = 3$
Cheyenne	$Y = 1$
Mountain	
Falcon	$Y = 3$

2.4. Workload Factor.

2.4.1. Title. Installation Manpower Authorizations.

2.4.2. Definition. Authorizations include all installation and tenant military, freshman class cadet, permanent change of station (PCS) students, and base support service contract employees. (The standard man-hour equation was developed to include all Readiness Flight processes based on the workload factor source documents).

2.4.3. Source. The Unit Manpower Document (UMD), File Part A (military and civilian), File Part D (non-permanent party, non-Air Force services authorizations, and other base population).

2.5. Points of Contact.

2.5.1 Functional Representative. Mr. Andy Jackson, AFCESA/CEO

2.5.2. AFMIA Representative. MSgt Will Phelps, AFMIA/MITT, and AFMIA/MIR

3. Application Instructions. If manpower for your location is not specified in paragraph 2.3.2, use the following procedure:

3.1. Step 1. Compute the core man-hours using the man-hour equation (paragraph 2.3.1).

3.2. Step 2. Determine variance man-hours applicable to the location (attachment 3). Add the total variance man-hours to the core man-hours to determine the total man-hours required. Divide the man-hours by the applicable man-hour availability factor (MAF) and overload factor to determine core manpower.

3.3. Step 3. Divide the resulting man-hours by the applicable MAF and overload factor. Round to a whole manpower requirement following current rounding rules. Minimum core manpower for this flight is established at six. If the resultant manpower falls below six, adjust the core man-hours up to the minimum manpower before adding variances.

3.4. Skill and Grade Distribution.

3.4.1. For Standard Flights (those not listed in paragraph 2.3.2), determine skill and grade distribution using the Standard Manpower Table at attachment 2. The number of core military officer positions for this flight is one.

3.4.2. Skill and grade requirements for nonstandard flights (those listed in paragraph 2.3.2) require special handling. Historical manning, career progression, and Unit Type Code (UTC) posturing requirements must all be considered.

★3.4.3. One 3E9X1 position supports the CE Squadron Prime BEEF Program management (maximum of three). The officer position, Readiness Flight Chief, can be a civilian. One 3E971 and one 3E951 position can be civilian. The 3A051 position can be a military or civilian 3E951 position.

4. Statement of Conditions.

4.1. Direct and indirect man-hours are included in each process and variance.

4.2. Normal operating hours are 8 hours per day, 5 days per week. Work center personnel are occasionally called to duty outside normal operating hours for aircraft accidents, exercises, or other emergencies.

4.3. Manpower estimates for the nonstandard flights (paragraph 2.3.2) were made by the MAJCOM Integration Review Team 2 and approved by the HQ USAF AF/CE. Estimates include core and variance workload as well as indirect man-hours.

DOUGLAS W. CARROLL, Lt Col, USAF
Chief, Requirements Determination and
Utilization Division

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Variances
4. Process Analysis Summary

Attachment 1**PROCESS ORIENTED DESCRIPTION****READINESS FLIGHT****A1.1. DEVELOPS, UPDATES, AND MAINTAINS PLANNING AND POLICY DOCUMENTS.**

A1.1.1. DEVELOPS, UPDATES, AND/OR MAINTAINS PLANNING AND POLICY DOCUMENTS. Determines requirement; collects data; performs analysis; coordinates with affected agencies; and prepares, updates, and maintains applicable Air Force, MAJCOM, and local guidance, e.g., field and operator manuals, technical orders, and planning documents to include associated checklists.

A1.1.1.1. DEVELOPS AND UPDATES DISASTER PREPAREDNESS (DP) OPLAN 32-1.

A1.1.1.2. DEVELOPS AND UPDATES BASE CIVIL ENGINEER (BCE) CONTINGENCY RESPONSE PLAN.

A1.1.1.3. DEVELOPS AND UPDATES BASE SUSTAINMENT PLAN.

A1.1.1.4. DEVELOPS AND UPDATES HAZARDOUS SPILL PREVENTION PLAN.

A1.1.1.5. DEVELOPS AND UPDATES INSTALLATION CAMOUFLAGE, CONCEALMENT, AND DECEPTION (CCD) PLANS.

A1.1.1.6. DEVELOPS AND UPDATES OPERATIONS OTHER THAN WAR (OOTW) EXECUTION PLANS.

A1.1.2. DEVELOPS AND UPDATES ANNEXES TO EXTERNAL PLANNING DOCUMENTS. Determines requirement; collects data; performs analysis; coordinates with affected agency; and prepares, updates, and maintains annexes to planning documents and associated checklists.

A1.1.2.1. DEVELOPS AND UPDATES ANNEX TO BASE MOBILITY PLAN.

A1.1.2.2. DEVELOPS AND UPDATES ANNEX TO MILITARY SUPPORT TO CIVIL DEFENSE.

A1.1.2.3. DEVELOPS AND UPDATES ANNEX TO MILITARY SUPPORT TO CIVIL AUTHORITIES.

A1.1.2.4. DEVELOPS AND UPDATES ANNEX TO MUTUAL SUPPORT AGREEMENTS.

A1.1.2.5. DEVELOPS AND UPDATES ANNEX TO INTER-SERVICE SUPPORT AGREEMENTS.

A1.1.2.6. DEVELOPS AND UPDATES ANNEX TO INSTALLATION HOST TENANT SUPPORT AGREEMENTS (HTSA).

A1.1.2.7. DEVELOPS AND UPDATES ANNEX TO JOINT/BASE SUPPORT PLAN.

A1.1.3. REVIEWS EXTERNAL PLANNING DOCUMENTS. Receives and reviews external activity implementing instructions, annexes to OPLANS, and checklists; coordinates; provides recommendations; and returns to appropriate organization.

A1.1.3.1. REVIEWS THE CONUS OR THEATER NUCLEAR WEAPONS ACCIDENT RESPONSE PLAN.

- A1.1.3.2. REVIEWS NUCLEAR WEAPONS ACCIDENT RESPONSE PLAN, OPLAN 355-2.
- A1.1.3.3. REVIEWS ANTI-TERRORISM PLAN.
- A1.1.3.4. REVIEWS SURVIVAL, RECOVERY, RECONSTITUTION PLAN.
- A1.1.3.5. REVIEWS MILITARY SUPPORT OF CIVIL DEFENSE PLAN.
- A1.1.3.6. REVIEWS HOST-NATION SUPPORT AGREEMENTS.
- A1.1.3.7. REVIEWS INTER-SERVICE SUPPORT AGREEMENTS.
- A1.1.3.8. REVIEWS THE KEY ASSET PROTECTION PROGRAM DOCUMENTS.
- A1.1.3.9. REVIEWS BASE MOBILITY PLAN.
- A1.1.3.10. REVIEWS MEDICAL CONTINGENCY PLAN.
- A1.1.3.11. REVIEWS CRISIS RELOCATION PLAN.
- A1.1.3.12. REVIEWS LAND DEFENSE OF CONUS PLAN.
- A1.1.3.13. REVIEWS SHELTER STOCKING PLAN.
- A1.1.3.14. REVIEWS CIVIL DISTURBANCE PLAN.
- A1.1.3.15. REVIEWS MILITARY ASSISTANCE TO CIVIL AUTHORITIES PLAN.
- A1.1.3.16. REVIEWS INSTALLATION HTSA.
- A1.1.3.17. REVIEWS INSTALLATION IMPLEMENTATION OF AND COMPLIANCE WITH ARMS CONTROL AGREEMENT.
- A1.1.3.18. REVIEWS INSTALLATION DENIAL PLAN.

A1.2. RESPONDS TO CONTINGENCIES AND DISASTERS.

A1.2.1. RESPONDS TO CONTINGENCY OR DISASTER. Receives and evaluates notification; sends representatives to help activate, man, maintain, and support the damage control center, the disaster control group, and designated installation command and control centers; assembles personnel; prepares equipment; establishes command and control operation; assists on-scene commander; locates and controls hazard; establishes contamination control station; performs recovery action; and secures equipment.

A1.2.1.1. RESPONDS TO MAJOR ACCIDENT.

A1.2.1.2. RESPONDS TO NATURAL DISASTER ACCIDENT.

A1.2.1.3. RESPONDS TO OOTW TASKING.

A1.2.2. PREPARES/INPUTS TO REPORTS.

A1.2.2.1. PREPARES LESSONS LEARNED REPORT.

A1.2.2.2. PREPARES INPUT TO OPERATIONS REPORT 3.

A1.2.2.3. PREPARES INPUT TO TEMPEST RAPID I REPORT.

A1.2.2.4. PREPARES INPUT TO TEMPEST RAPID III REPORT.

A1.2.2.5. PREPARES/INPUTS TO COMMANDER'S DAILY ACTIVITY REPORT.

A1.3. MANAGES TRAINING.

A1.3.1. MANAGES TRAINING PROGRAMS. Determines requirement, develops and revises material, prepares schedule, maintains required documentation and statistics, and maintains lesson plans.

A1.3.1.1. MANAGES INSTALLATION DP TRAINING PROGRAM.

A1.3.1.2. MANAGES PRIME BASE ENGINEER EMERGENCY FORCE (BEEF) TRAINING PROGRAM.

A1.3.1.3. MANAGES AIR BASE OPERABILITY (ABO) TRAINING PROGRAM.

A1.3.1.4. DEVELOPS AND DISTRIBUTES TRAINING BROCHURES, PAMPHLETS, OR GUIDES AND OTHER EXPORTABLE TRAINING AIDS.

A1.3.2. CONDUCTS TRAINING. Reviews lesson plan; prepares facility, area, and equipment for training; presents training; secures equipment; processes completion notification; and updates training record.

A1.3.2.1. CONDUCTS CHEMICAL, BIOLOGICAL WARFARE DEFENSE (CBWD) INITIAL AND REFRESHER TRAINING.

A1.3.2.2. CONDUCTS CBWD MASK CONFIDENCE TRAINING.

A1.3.2.3. CONDUCTS DP SUPPORT TEAM INITIAL AND REFRESHER TRAINING.

A1.3.2.4. CONDUCTS CONTAMINATION CONTROL INITIAL AND REFRESHER TRAINING.

A1.3.2.5. CONDUCTS SHELTER MANAGEMENT INITIAL AND REFRESHER TRAINING.

A1.3.2.6. CONDUCTS UNIT REPRESENTATIVE INITIAL TRAINING.

A1.3.2.7. CONDUCTS EXERCISE EVALUATION TEAM TRAINING.

A1.3.2.8. CONDUCTS DISASTER CONTROL GROUP TRAINING.

A1.3.2.9. CONDUCTS BASE EMERGENCY PREPAREDNESS ORIENTATION.

A1.3.2.10. CONDUCTS HAZMAT AWARENESS TRAINING.

A1.3.2.11. CONDUCTS HAZMAT OPERATIONS TRAINING.

A1.3.2.12. CONDUCTS CAMOUFLAGE, CONCEALMENT, AND DECEPTION TRAINING.

A1.3.2.13. CONDUCTS PRIME BEEF HOME STATION CATEGORY I TRAINING.

A1.3.2.14. COORDINATES PRIME BEEF HOME STATION CATEGORY II TRAINING.

A1.3.2.15. CONDUCTS DEPLOYMENT PREPARATION TRAINING.

A1.3.2.16. COORDINATES PRIME BEEF CARGO TRAINING.

A1.3.2.17. COORDINATES THE SILVER FLAG EXERCISE/REOT TRAINING.

A1.4. MANAGES EQUIPMENT.

A1.4.1. DETERMINES REQUIREMENTS; BUDGETS FOR OR VERIFIES AVAILABILITY OF PROGRAM FUNDS; COMPLETES REQUISITION ACTIONS; RECEIVES, STORES, AND MAINTAINS EQUIPMENT; MAINTAINS REFERENCE LIBRARY; INVENTORIES AND INSPECTS EQUIPMENT; TURNS IN UNSERVICEABLE ASSETS; MAINTAINS ACCOUNTABLE EQUIPMENT LISTS; MAINTAINS LOAD/PACKING LISTS; AND PREPARES EQUIPMENT FOR DEPLOYMENT AND OPERATIONS.

A1.4.1.1. MAINTAINS DISASTER/ACCIDENT RESPONSE EQUIPMENT SET.

A1.4.1.2. MAINTAINS MOBILE COMMAND POST EQUIPMENT.

A1.4.1.3. MANAGES PRIME BEEF MOBILITY EQUIPMENT SET.

A1.4.1.4. MANAGES PRIME BEEF TOOL KITS.

A1.4.1.5. MANAGES PRIME BEEF WEAPONS AND AMMUNITION ACCOUNT/SERVICEABILITY.

A1.4.1.6. MANAGES PRIME BEEF SUPPLEMENTAL ITEMS FOR MOBILITY BAGS "A" GENERAL PURPOSE AND "B" COLD WEATHER.

- A1.4.1.7. MANAGES PRIME BEEF HOME STATION TRAINING SETS.
- A1.4.1.8. MANAGES PRIME BEEF HOME STATION TRAINING RANGE.
- A1.4.1.9. MANAGES RRR MINI-KIT.
- A1.4.1.10. MAINTAINS UNIT-ASSIGNED CCD EQUIPMENT AND MATERIALS.
- A1.4.1.11. MANAGES TACTICAL COMMUNICATION SYSTEM.
- A1.4.1.12. MAINTAINS PROTECTIVE MASK FIT VALIDATION DEVICE.
- A1.4.2. ASSISTS INSTALLATION UNITS WITH REQUISITION OF NUCLEAR BIOLOGICAL CHEMICAL (NBC) AND CCD EQUIPMENT AND MATERIAL.
 - A1.4.2.1. ASSISTS OWNER/USER TO DETERMINE EQUIPMENT NEEDS.
 - A1.4.2.2. ASSISTS OWNER/USER WITH REQUISITION ACTION.

A1.5. PARTICIPATES IN EXERCISES.

- A1.5.1. PARTICIPATES IN CONTINGENCY/DISASTER EXERCISE. Plans the scenario, receives and evaluates notification, activates control centers, responds to the survival recovery center, assembles personnel, prepares equipment, establishes command and control operation, assists on-scene commander, locates and controls hazard, establishes contamination control station, provides Exercise Evaluation Team (EET) support, performs recovery action, and secures equipment.
 - A1.5.1.1. PARTICIPATES IN MAJOR ACCIDENT RESPONSE EXERCISE.
 - A1.5.1.2. PARTICIPATES IN ATTACK RESPONSE EXERCISE.
 - A1.5.1.3. PARTICIPATES IN NATURAL DISASTER RESPONSE EVALUATION.
- A1.5.2. PARTICIPATES/COORDINATES CONTINGENCY DEPLOYMENT EXERCISE. Plans the scenario, coordinates with other base agencies, receives and evaluates notification, activates unit mobility control center, responds to survival recovery center, assembles personnel, prepares equipment, processes personnel for deployment, performs recovery action, and secures equipment.
- A1.5.3. PARTICIPATES/COORDINATES DEPLOYED FORCE MOBILITY/ATTACK RESPONSE EXERCISE.

A1.6. CONDUCTS SELF-INSPECTION. Conducts wing DP self-inspection and readiness flight self-assessment. Reviews requirement, conducts self-inspection, identifies deficiencies, performs trend analysis, develops recommendations, prepares report, briefs wing staff, and performs follow-up action.

A1.7. PERFORMS STAFF ASSISTANCE VISITS (SAV).

- A1.7.1. CONDUCTS DP STAFF ASSISTANCE VISITS. Maintains liaison with appropriate base unit or agency, develops schedule and checklist, prepares and forwards notification letter, in-briefs commander, conducts unit program review, performs trend analysis, outbriefs commander, and conducts follow-up visit.
 - A1.7.1.1. CONDUCTS SAV FOR WING UNITS.
 - A1.7.1.2. CONDUCTS SAV FOR TENANT UNITS.
- A1.7.2. PREPARES REPORTS.
 - A1.7.2.1. PREPARES DP SAV REPORT.
 - A1.7.2.2. PREPARES DP FOLLOW-UP REPORT.

A1.8. MANAGES PERSONNEL.**A1.8.1. MANAGES PRIME BEEF PROGRAM.**

A1.8.1.1. REVIEWS FORCE PACKAGE/UNIT TYPE CODE (UTC) PERSONNEL POSTURING.

A1.8.1.2. MANAGES DEPLOYMENT TASKINGS AND REPOSTURES TEAM AS DIRECTED BY MAJCOM.

A1.8.1.3. MAINTAINS UNIT RECALL ROSTERS.

A1.8.1.4. MAKES TEAM ASSIGNMENT.

A1.8.1.5. MONITORS, UPDATES, AND MAINTAINS PERSONNEL AVAILABILITY/DEPLOYMENT LISTS.

A1.8.2. DETERMINES MISSION SUSTAINMENT MANPOWER REQUIREMENTS THROUGH INPUT TO MAJCOM BASE-LEVEL ASSESSMENT GUIDANCE.

A1.8.2.1. ADMINISTERS INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM.

A1.8.2.2. ASSISTS IN RECRUITING IMA.

A1.8.2.3. DEVELOPS TRAINING PLAN.

A1.8.2.4. SCHEDULES TRAINING.

A1.8.2.5. PROVIDES TRAINING.

A1.8.2.6. MAINTAINS IMA FILE.

A1.9. PREPARES STATUS REPORTS.**A1.9.1. PREPARES JOINT NUCLEAR ACCIDENT RESPONSE CAPABILITY REPORT.**

A1.9.1.1. REQUESTS, RECEIVES, AND VALIDATES DATA.

A1.9.1.2. SUBMITS REPORT TO APPROPRIATE AGENCY.

A1.9.2. PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) REPORT.

A1.9.2.1. REVIEWS PERSONNEL, TRAINING, AND EQUIPMENT REQUIREMENTS FOR SHORTFALLS.

A1.9.2.2. SUBMITS TO APPROPRIATE AGENCY.

A1.9.3. PREPARES LIMITING FACTORS (LIMFACS) REPORT.

A1.9.3.1. REVIEWS PERSONNEL, TRAINING, AND EQUIPMENT REQUIREMENTS FOR SHORTFALLS.

A1.9.3.2. SUBMITS REPORT TO APPROPRIATE AGENCY.

A1.9.4. PREPARES INSTALLATION DISASTER PREPAREDNESS MISSION CAPABILITY REPORT.

A1.9.4.1. REVIEWS PERSONNEL, TRAINING, AND EQUIPMENT REQUIREMENTS FOR SHORTFALL/ LIMITING FACTORS.

A1.9.4.2. SUBMITS REPORT TO APPROPRIATE AGENCY.

A1.10. CONDUCTS/ATTENDS MEETINGS.

A1.10.1. CONDUCTS INSTALLATION READINESS COUNCIL OR ABO WORKING/STEERING GROUP AND HAZMAT EMERGENCY PLANNING TEAM (EPT) MEETINGS. Gathers data, develops agenda, prepares and delivers presentation, conducts meeting, and prepares minutes.

- A1.10.2. BRIEFS INCOMING WING/GROUP COMMANDERS ON DP PROGRAM.
- A1.10.3. ATTENDS MOBILITY/DEPLOYMENT MANAGER'S MEETING.

Attachment 2

★ STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Readiness Flight/44EB			603.6 - 3214.0 (<i>Note: Adjust hours</i>)								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Civil Engineer, Readiness (Engineer/Non-Engineer)	*32E3B/D	MAJ									
Civil Engineer, Readiness (Engineer/Non-Engineer)	*32E3B/D	CPT	1	1	1	1	1	1	1	1	1
Readiness Superintendent	3E991	SMS								1	1
Readiness Craftsman	**3E971	MSG		1	1	1	1	1	1	1	1
Readiness Craftsman	**3E971	TSG	1	1	1	1	2	2	# 2	# 2	# 3
Readiness Journeyman	**3E951	SSG	# 2	# 2	# 2	# 3	# 3	# 3	# 3	# 3	# 3
Readiness Journeyman	**3E951	SRA	2	# 2	# 2	# 2	# 2	# 2	# 2	# 2	# 2
Readiness Apprentice	3E931	A1C			1	1	1	1	2	2	2
Information Mgt Jrnymn	***3A051	SSG						1	1	1	1
TOTAL			6	7	8	9	10	11	12	13	14
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Civil Engineer, Readiness (Engineer/Non-Engineer)	*32E3B/D	MAJ				1	1	1	1	1	1
Civil Engineer, Readiness (Engineer/Non-Engineer)	*32E3B/D	CPT	1	1	1						
Readiness Superintendent	3E991	SMS	1	1	1	1	1	1	1	1	1
Readiness Craftsman	**3E971	MSG	1	2	2	2	2	2	2	2	2
Readiness Craftsman	**3E971	TSG	# 3	# 3	# 3	# 3	# 3	# 3	# 3	# 3	# 3
Readiness Journeyman	**3E951	SSG	# 3	# 3	# 3	# 4	# 4	# 5	# 5	# 5	# 6
Readiness Journeyman	**3E951	SRA	# 3	# 3	# 3	# 3	# 4	# 4	# 5	# 5	# 5
Readiness Apprentice	3E931	A1C	2	2	3	3	3	3	3	4	4
Information Mgt Jrnymn	***3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			15	16	17	18	19	20	21	22	23
# One 3E9X1 position supports the CE Squadron Prime BEEF Program management (maximum of three).											
* The officer position can be a civilian Readiness Flight Chief.											
** One 3E971 and one 3E951 position can be civilian.											
*** The 3A051 position can be a military or civilian 3E951 position.											

Attachment 3

VARIANCES

READINESS FLIGHT

PART 1: Approved Variances

VARIANCE

NUMBER TITLE

A3.1.	Overseas Threat
A3.2.	Geographically Separated Unit (GSU) Support
A3.3.	Air Reserve Component (ARC) Support
A3.4.	Disaster Preparedness Contract Administration

PART 2: Disallowed Variances. The following variances were considered during the development of this AFMS but, due to various reasons, were disallowed by the HQ USAF AF/CE, HQ USAF AF/PE, MAJCOM Integration Review Teams, or the Objective Flight Study Team. Therefore, they did not receive a special variance manpower allocation. Reasons for the decision were: resource limitations, work considered to be in the core or other variances, work normally contracted, work not the responsibility of the BCE, and work considered to be at a standard higher than an acceptable level. Related work processes are not prohibited but, when required, must be accomplished within available resources.

1. USAFA Cadet Nuclear, Biological, Chemical Training
2. MAJCOM/Base Combined Duties
3. Additional Planning Documents
4. Higher HQ Exercise Support
5. Preparation for BRAAT Training
6. Officer Arming
7. Additional Disaster and Contingency Response
8. Civilian Employee Population
9. Planning to Support Site Specific Contingencies
10. Support to Local Emergency Management Agency
11. Wing Exercise to Support Site Specific Contingency
12. Disaster and Contingency Responses
13. Mobility Bags

VARIANCES

A3.1. Title. Positive Mission Variance for Overseas Threat.

A3.1.1. Definition. Additional Workload for planning, posturing, reception of forces, host nation support, extended exercises, and Chemical Biological Warfare Defense (CBWD) training and equipping of United States and host nation civilian employees.

A3.1.2. Applicability and Impact.

BASE	MAN- HOURS	BASE	MAN- HOURS
Aviano	482.10	Misawa	482.10
Kadena	482.10	Osan	482.10
Kunsan	482.10	Ramstein	482.10
Lajes	321.40	Spangdahlem	482.10
Lakenheath	482.10	Yokota	482.10
Mildenhall	482.10		

A3.1.3. Source of Impact. Expert Team workshop measurement and MAJCOM review.

A3.1.4. Special Application Instructions. The MAJCOM Integration Review Team 2 determined that Howard AFB would be excluded from this variance and that Lajes AFB be adjusted to 321.4 man-hours.

A3.2. Title. Positive Mission Variance for Geographically Separated Unit (GSU) Support.

A3.2.1. Definition. Additional workload and travel time to provide CBWD Training and Staff Assistance Visits to GSUs.

A3.2.2. Applicability and Impact. +5 monthly man-hours per GSU.

BASE	MAN- HOURS	BASE	MAN- HOURS
Andersen	15.00	Little Rock	50.00
Andrews	5.00	McChord	20.00
Aviano	90.00	McClellan	30.00
Cannon	10.00	Mildenhall	5.00
Charleston	5.00	Offutt	15.00
Dover	30.00	Osan	75.00
Eglin	25.00	Patrick	10.00
Eielson	10.00	Peterson	45.00
Elmendorf	10.00	Ramstein	55.00
Hickam	25.00	Scott	10.00
Hill	5.00	Seymour Johnson	15.00

Howard	10.00	Shaw	5.00
Hurlburt	5.00	Spangdahlem	25.00
Kadena	5.00	Travis	20.00
Kirtland	5.00	Yokota	15.00
Lakenheath	5.00		

A3.2.3. Source of Impact. MAJCOM/OPR-developed estimate.

A3.2.4. Special Application Instructions. None.

A3.3. Title. Positive Mission Variance for Air Reserve Component (ARC) Support.

A3.3.1. Definition. Additional workload and travel time to provide NBC Defense Training and Staff Assistance Visits to ARCs.

A3.3.2. Applicability and Impact.

BASE	MAN- HOURS	BASE	MAN- HOURS
Andersen	80.30	Little Rock	80.30
Andrews	80.30	Luke	80.30
Charleston	80.30	MacDill	80.30
Davis-Monthan	80.30	Maxwell	80.30
Dover	80.30	McChord	80.30
Eglin	80.30	McClellan	80.30
Eielson	80.30	Minot	80.30
Ellsworth	80.30	Offutt	80.30
Elmendorf	80.30	Peterson	80.30
FE Warren	80.30	Pope	80.30
Hanscom	80.30	Robins	80.30
Hickam	80.30	Scott	80.30
Hill	80.30	Seymour Johnson	80.30
Holloman	80.30	Tinker	80.30
Kelly	80.30	Travis	160.70
Kirtland	80.30	Wright-Patterson	80.30
Langley	80.30		

A3.3.3. Source of Impact. MAJCOM/OPR-developed estimate.

A3.3.4. Special Application Instructions. None.

A3.4. Title. Positive Mission Variance Disaster Preparedness (DP) Contract Administration.

A3.4.1. Definition. This variance applies to bases where the DP function is contracted. The QAE prepares and updates the statement-of-work (SOW), and reviews and evaluates contractor performance.

A3.4.2. Applicability and Impact.

BASE	MAN- HOURS
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Patrick	40.00
Peterson	80.00

A3.4.3. **Source of Impact.** MAJCOM-developed estimate.

A3.4.4. **Special Application Instructions.** None.

Attachment 4**PROCESS ANALYSIS SUMMARY
(IN PRIORITY ORDER)****READINESS FLIGHT**

PROCESS TITLE	AVERAGE PROCESS ACCOMPLISHMENT TIME (MAN-HOURS)	PROJECTED WORKLOAD
PLANNING DOCUMENTS	67.50	36 PLANS/YR
CONTINGENCY AND DISASTER RESPONSE	299.00	4 RESPONSES/YR
TRAINING	15.13	287 CLASSES/YR
PERSONNEL MANAGEMENT	7.84	DAILY
EQUIPMENT MANAGEMENT	3.84	DAILY
STATUS REPORTS	7.70	45 REPORTS/YR
EXERCISE PARTICIPATION	265.00	7 EXERCISES/YR
SELF-INSPECTION	80.00	2 INSPECTIONS/YR
STAFF ASSISTANCE VISITS	101.80	16 VISITS/YR